

Title: DIVISION RECEIVING INSPECTION	Number: D65 10-01	Revision No.: OD	Effective Date: 31 JAN 97
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31 January 1997

STANDARD OPERATING PROCEDURE D65-10-01

From: D65

To: D65 Division

Subj: DIVISION RECEIVING INSPECTION

Ref: (a) SOP D65-06-02, Division Purchasing
(b) SOP D65-10-02, Division In-process Inspections
(c) SOP D65-10-03, Division Final Inspection
(d) SOP D65-13-01, Division Control of Nonconforming Product
(e) SOP D65-16-01, Division Quality Records

1. Purpose. To establish a system and provide instructions for performance of receiving inspections.

2. Scope and Application. This procedure applies to materials, components, and other products that are purchased or are received from customers for incorporation into the final products of the Division. This procedure also assigns responsibilities for performing and recording the receiving inspections of purchased products.

3. Procedure. All materials, components, and other supplies received for the purpose of incorporation into the Division's products are subject to a receiving inspection. The receiving inspection is a two-stage process. First, the received goods are counted, identified, and inspected visually for apparent damage. They are then moved to the "receiving/using" Branch inspection area and subjected to a more technical and thorough inspection using measuring and test equipment when required. Not all received goods pass through both inspection stages. Purchased standard catalog products are only subject to the first-stage inspection, i.e., identification and visual inspection. However, when a standard catalog product is intended for a critical application, or when the supplier's reliability is in question, the product be submitted to a full, two-stage inspection.

a. First-Stage Inspection ("Kick and Count") - Each Branch performs the visual inspection and checks identification of the received goods. Upon unloading of deliveries, the number of delivered units is counted, marking and identification of packages is checked, and all packages are inspected for any signs of tampering or damage. If all these checks and inspections are satisfactory, the recipient signs the delivery receipt. If not, any shortages or damages are noted on all copies of the delivery receipts. Next, the received packages are moved to the designated receiving area, a copy of the relevant purchase order is retrieved from the pending orders file, and

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the packing slips (if any) are removed from packages. Upon opening the packages, the goods are counted, their part numbers are verified against the purchase order and the packing slip, and the goods are examined visually for any signs of damage. If the goods are standard catalog products and do not require second-stage Quality Control (QC) inspection, they are marked with their part numbers (indicated on the purchase order), and are forwarded on to the required locations. The purchase order is stamped RECEIVED and is dated and signed by the receiving clerk to establish a record of the receiving inspection.

b. Second-Stage Inspection - If the goods are custom orders and/or are designated to go through the second-stage QC inspection, the same steps as outlined in 2.3 apply, except that the appropriate Branch performs the secondary inspection when the item is received. Each Branch perform second-stage inspections on received products that they will use. First, the inspector assembles all the technical documentation, such as drawings, specifications, referenced standards, etc., that may be needed to determine the inspection scope and acceptance criteria. If there is doubt regarding the scope or the acceptance criteria, the inspector contacts QA for assistance.

As a minimum, the scope of Second-Stage Receiving QC inspections include the following:

- (1) Review of material certificates, source inspection records, compliance certificates, and other such documentation delivered with the product
- (2) Visual inspection to detect any damage or other visible quality problems
- (3) Taking measurements and testing as required
- (4) Recording the actual measurements and test results

If the products pass all the reviews, inspections, and testing, they are placed in the material storage in appropriate locations. The purchase order is stamped RECEIVED and is signed and dated by the inspector to establish a record of inspection. Quality records received with the products and/or established during the receiving inspection are filed by each Branch.

c. Nonconforming Products - If products do not conform to requirements or if the enclosed certificates and other quality records are incomplete, the inspector initiates a nonconformity report in accordance with Procedure SOP-13-01, Control of Nonconforming Product. The product is labeled REJECTED and is moved to a designated area. Copies of the nonconformity report are forwarded to Purchasing and QA.

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